

ADMINISTRATIVE INSTRUCTION
NO. 30-5/___

SUBJECT: Time, Leave and Pay.

Administrative Instruction No. 30-5, dated 22 April 1949, is hereby amended, Paragraph Number 13 is re-numbered 14 and subsequent paragraphs are re-numbered accordingly.

"13 Absence for Medical Examination incident to induction or call to active duty

- a. Employees directed by either a local draft board or their reserve unit of the Armed Forces to report for a Physical Examination may be excused without charge of leave for the time actually required (not in excess of 8 hours) to conduct the examination including travel time to and from the local examining point involved.
- b. Time and Attendance reports will reflect the Official Leave and shall be supported with a copy of the order directing the examination.
- c. In cases where an employee requests additional time for medical examination, Annual Leave or Leave Without Pay as applicable will be granted.

c.c. Signer
FPB
Payroll
File ☒

Document No.	603
No Change in Class	☐
☒ Reclassified	
Class. Change	
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